



TOWN OF MARSHFIELD
RECREATION DEPARTMENT
900 Ferry Street • MARSHFIELD, MA 02050
NED BANGS, M.ED. CPRP., DIRECTOR
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BALLFIELD PERMIT REQUEST

*Please apply 3 weeks in advance and mail to Marshfield Recreation Department
900 Ferry Street, Marshfield, MA 02050.*

Date of Application: _____ **Use:** _____ **Date Received:** _____

Select League _____ Town Youth League _____ Sports Camp _____
Adult Sport League _____ Other _____

Field(s) Requested:

Grace Ryder SE _____ NW _____ Front _____ Furnace Brook _____
(New St.) (Rte. 3A) (Rte. 3A) (Girls Freshman & JV Softball)

Girls JV Softball _____ Practice Football _____ Half Football Field _____
(near track) (by boat bldg.)

Gov. Winslow I _____ II _____ III _____ Daniel Webster _____

Wheeler Complex I _____ II _____ III _____ Peter Igo _____ Tower Ave. _____

Inside Track _____ South River Upper _____ South River Lower _____

James Anderson Field _____ HS Baseball _____ HS BBJV _____ Eames Way _____
(HS Football) (near Forest St.) (back field)

High School Front 1 _____ High School Front 2 _____ Forest St. _____
(varsity field) (JV field by Mazes) (Girls Varsity Softball)

Tennis 1 _____ Tennis 2 _____ Forest St. _____ Fox Run _____
(near Rte. 139) (Near Martinson) (Girls Varsity Softball) (JV BB/Freshman Soccer)

Date(s) Requested: _____ **Time:** _____ to _____

Day: M _____ T _____ W _____ Th _____ F _____ Sat _____ Sun _____

Other Area (Please specify):

Applicant Signature

Mailing Address

Telephone #

Approved by:

Date: _____

Ned Bangs, CPRP Recreation Director

Butch Studley, Foreman, Cemetery, Trees & Greens

cc: Applicant, Cemetery Trees & Greens, School Building Principal, Rec. Dept (original)

BALLFIELD PERMIT AGREEMENT

The Town of Marshfield has instituted a fee schedule for the use, maintenance of and services provided to those individuals/groups/organizations who wish to contract use of the Town's playing fields, basketball and tennis courts. The fees will consist of the following:

1. Processing Fee of \$10.00 per permit.
2. Tournament Fee of \$75.00 per team.
3. Youth Fee of \$10.00 per child, per sport, per season.
4. Adult Fee of \$20.00 per person, per sport, per season.
5. Sports Camps- Fee of \$25.00 per person.
6. Select / Club Teams - Fee of \$25.00 per person
7. Single Use- One day Events \$20.00 per event. (Family get-togethers, etc.)

Please Note: Regular practice time is permitted through youth leagues.

Permit application will be processed when accompanied with payment of one half of the total fees required. The remaining balance must be paid prior to the issuance of the approved permit.

INSURANCE CERTIFICATE

Required of all Youth and Adult, organizations / Sports Camps)
(\$100,000.00 policy, list town as an additional insured)

Date Rec'd

All Camps are required to be licensed by the Board of Health, CMR 430.000, Standards for Recreational Camps for Children, call Marshfield Board of Health 781-834-5558

Do you have a current license to operate? YES, _____ NO

Copy of license presented to Recreation Department? _____ YES, _____ NO

Sports Camp Director/Representative must present payment in full and certificate of insurance to the Recreation Department prior to the first day of the camp. Camps must provide operational permit from the Health Department. (see above)

ONE HALF REQUIRED FEE

NUMBER OF PLAYERS	_____	\$ _____	_____
		Amt Rec'd	Date Paid

FINAL BALANCE			
TOTAL PLAYERS	_____	\$ _____	_____
		Amt. Rec'd	Date Paid

I/My organization will agree to provide a complete and final accounting of players, along with payment in full, prior to starting date. I certify that the above figure represents the total numbers of players involved in the program. My signature further indicates that I have read and understand the ballfield regulations. Failure to comply with the regulations may nullify this permit.

Signature/Organization

Date

ALL CHECKS PAYABLE TO THE TOWN OF MARSHFIELD

Town of Marshfield Ballfield Regulations

Important information for youth sport coaches, sports camp directors, adult leagues and single use participants. *Unless otherwise notified, fields will be available starting March 24, 2008*

1. Each coach must have a copy of their permit to use the field, and have it with him/her at the field.
2. Fields must be reserved for league play. League's permits include practice time. Individual coaches must request additional practice time through their league officials.
3. Marshfield Public Schools have first priority on the fields. They have the right to finish games before the next group uses the field.
4. The fields will not open for the season until the Ballfield, Cemetery, Trees and Greens Division of the D.P.W. completes maintenance work. If you have a question on a field call 834-5530
5. All maintenance requests must be submitted in writing to the D. P.W., Ballfield, Cemetery, Trees and Greens Division.
6. No person shall possess or consume any alcoholic beverages (town by-law) Article 7, Section 10, Chapter 138, Section 1.
7. The Town of Marshfield assumes no liability for injury to persons using town property pursuant to a permit issued to any organization or person. The Town further accepts no liability for injury or damage caused by use of equipment.
8. "Lost and Found" items should be collected by coaches and participants must know the procedure to find items. The D. P. W. will leave any found items at their office for two weeks, if said items are not claimed, they will be discarded. League officials are also welcome to call or drop off found items.
9. All litter created by users must be picked up and put in proper receptacles.
10. Use of tobacco is prohibited on school grounds. MA General Law Ch 71, sec. 37H.
11. All organizations are responsible for providing all of their own equipment.
12. All organizations should "police themselves, and report infractions to the Recreation Department. The Recreation Department will then contact leagues who have used the field(s) improperly.
13. Leagues should not perform any maintenance on any fields without contacting the D.P.W., and having signed D.P.W. approval.
14. Adult League Teams must list players and attach a roster that includes name, phone and players addresses. Adult Teams must have 60% or greater Town residents.
15. Select Leagues / Teams must list players, and attach a roster that includes name, phone and players address. Select Teams must have 60% or greater Town residents.
16. Reallocation or subletting of fields by permit holder is strictly prohibited. If permitted fields are going unused, the unused dates and times may not be assigned to non permitted users. These times are to be turned back to the Recreation Department for allocation to other users.
17. Any violation of the permit's, terms conditions and or limitations shall be grounds for Immediate revocation of the permit and denial of future application for permits submitted by such team, group or organization.
18. By submitting an application an applicant agrees to conform to all Town policies for playing fields and related facility use.

C.O.R.I. Policy

Chapter 385 of the Act of 2002 - Sec. 172H. Any organization that provides activities or programs to children 18 years of age or less that accepts volunteers, shall obtain all available criminal offender record information from the criminal history systems board prior to accepting any person as a volunteer.

Prior to obtaining a field use permit in Marshfield, any organization or entity that accepts volunteers and provides activities or programs to children 18 years of age or younger must provide the Recreation Department with written documentation that the entity or organization is certified to perform CORI'S on all volunteers, as required by Massachusetts General Law, prior to hire or acceptance.

I _____ certify that our organization, _____ is C.O.R.I. certified and does provide C.O.R. I. checks on all of our volunteers. I have attached a copy of our proof that our organization is CORI certified.

Permits will not be processed unless organizations comply with the above requirement

Safety

Coaches must walk the fields and surrounding area, prior to use. Any potential hazard(s) must be reported to players and opposing teams. Report hazards immediately to D.P.W. (834-5530) and league officials.

Fields may not be used for any games or practices, when closed by the D.P.W., Recreation Department and School Department.

Cars must be parked in parking lot areas, when available. Coaches must make sure that the members of their teams are driving and parking safely at the field area. Vehicles are not to be parked in resident parking spaces at the Grace Ryder complex

Inclement Weather

1. Teams are not allowed to practice or play games on any field that has standing water on it. A field is automatically closed if standing water is evident.
2. Footing is unsure or slippery.
3. Ground is water logged and squishy.
4. Grass is easily pulled out of ground.
5. Lightening or Severe Weather Storms cancels any and all games.
6. Evening and weekend decisions are made by league officials
7. Use of closed field, or one with standing water, jeopardizes the safety of all, especially children. Future league use will be reconsidered. In addition the inappropriate use may require additional maintenance to restore the field to safe conditions, said cost may be charged to the league.

Accidents

1. Coaches should set guidelines to avoid accidents.
2. In the event that an accident occurs, league rules must be followed. All coaches should carry basic first aid equipment.
3. A copy of the accident report, if related to field conditions should be sent to the Recreation Department within 48 hours. Recreation Department will forward a copy to the DPW.

The youth and adult sports organizations in Marshfield provide a valuable service to the residents. Scheduling, managing and maintaining the fields is a complicated process, but is successful when everyone works cooperatively.